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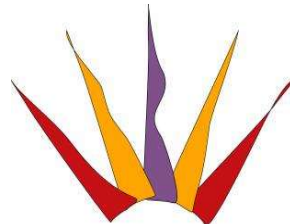
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HAVE A FOOD STAND, YOU'LL NEED THIS

New Parking Rules

SUPER IMPORTANT FOR EVERYBODY



SEATTLE MARKET PLACES™

Seattle Markets 2010 Rules

Membership Policy & Conditions of Acceptance

Mission: The Markets are an ongoing experiment. We favor common sense, courtesy and intelligence over excessive bureaucracy. Our aim is to provide an accessible community marketplace for anyone who wants to sell their goods and try their ideas. Our goal is to help people succeed and make the experience here fun and rewarding for all. We ask for your understanding, cooperation and comments as the markets continue to grow, change and evolve.

2010 Policies & Rules:

The following few regulations need to be followed respectfully for safety, ease of operations, neighbor relations, landlord compliance and consideration of your fellow vendors. Obvious failures to comply will be served a warning in writing from the market staff. Subsequent infractions will result in a fine or dismissal. We reserve the right to disallow service to anyone at anytime based on what management deems to be in the best interest of the Markets and their public image or reputation based on the following parameters. The decision of management is final and binding:

Staff Instructions: Instruction from any of the staff requires your cooperation and immediate compliance, especially in any critical situation involving safety, public traffic and conduct.

Traffic Control: We have a perfect safety record. Your careful driving and respect for loading in and out instructions are required to maintain this record. Each vendor's cooperation and immediate compliance is needed at all times, but especially when special requests are made or guidance from staff is given.

Parking: In neighborhoods with diminishing street parking and limited customer access it is becoming more important than ever to park ONLY in designated vendor areas. Request a map if you have questions. Strict new parking policies and areas now apply. Willful disregard will risk loss of vending privileges.

Unprofessional Behavior: Inappropriate or illegal business practices, foul language, violence, uncooperative attitudes, antisocial behavior, any form of harassment, whether overt or psychological, menacing or odd conduct, unsafe or other extreme activity, will limit a vendor's participation, and be subject to immediate suspension in certain extreme circumstances as deemed appropriate.

Responsibility: Members are responsible for the safety of their set-up and for any damage done to other members' goods and/or persons if canopies, displays or vehicles damage anyone else during the course of the day. **Canopy leg weights are required to vend here. 20 POUNDS PER LEG ARE MANDATORY.**

No Trace, No Dumping: Every vendor is expected to completely clean up their area and take home any and all goods not sold or wanted. Broken glass requires staff attention for safe disposal. Illegal use of neighbor's dumpsters, or dumping goods or trash on their property will be grounds for instant suspension.

Oozing: The Markets do not mind minor expansion of your booth space providing it does not interfere with handicap aisle access, fire or emergency access or neighboring vendors. If your neighbors report complaint to the staff, vendors must comply with the accepted boundaries as defined by staff members. There can be no "center posting" of goods in the streets because of fire lane requirements.

Sharing Spaces: Sharing your space with other vendors or Market Members is allowed. SUB-RENTAL (i.e. a member who has purchased a space for someone else or who sells their space for a given day to someone else without going through the Market office) IS ONLY ALLOWED TO OTHER MEMBERS IN GOOD STANDING. Members who allow non-members to use their space may be suspended.

Complaints & Suggestions: We have a new anonymous email service which can be found our web "contacts" page. Otherwise Contacts: Email: "marciasholiday@gmail.com", Jon Hegeman 206-851-5100

By signing this document, I signify that I have read this list of rules, I understand it and promise my full cooperation and acceptance of these terms and that all partners sharing this membership are listed below.

Hold Harmless: As a member of this market I/we agree to hold harmless the Fremont & Ballard Markets, Fremont Dock Co., The City of Seattle, U-Park Systems, Insignia KMS for any and all liabilities or injuries that may occur on these properties or at activities operating under the name of the Fremont or Ballard Sunday Market.

DATE

Print Your Name Here

Sign Your Name Here

NEW VENDOR REQUIREMENTS FOR SPACE HEATING EFFECTIVE IMMEDIATELY

All vendors who use an LPG heater at the market, must adhere to all of the following strict new Fire Marshal requirements. Be Advised: there will be random Fire Marshall inspections.

- Canisters must be under 5 gallon capacity in size.
- A UL rated Fire Extinguisher, with proper tags, must be onsite at all times when using a compressed gas propane heater.
- Only **Fire Extinguishers with these Ratings are acceptable: 2A:40B, 2A:40BCor D** Heating unit(s) lacking the required fire extinguisher(s) or proper tags will be required to shut down the heater unit(s) until the required fire extinguisher(s) is provided.
- Only one canopy side may be erected while heating with a LPG gas heater.
- Heater must be at least 12 inches away from all canopy surfaces.
- Please bring your extinguisher for verification to the market desk so we can keep a log.
- **VENDORS MUST COMPLY WITH MARKET STAFF DIRECTIONS AT ALL TIMES.**

SAFETY TIPS:

Proper Use of the Fire Extinguisher (remember PASS):

P Pull Pin while holding tank (not squeezing the handle)

A Aim at the Base of the Fire

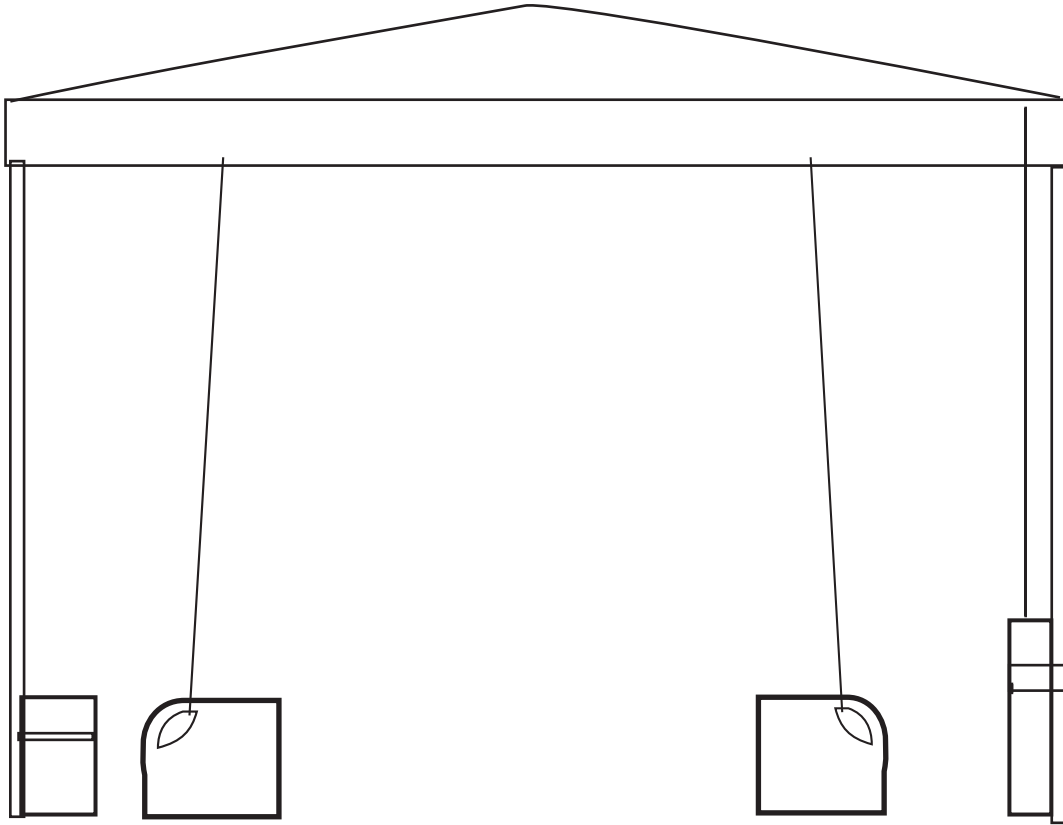
S Stay at safe Distance, Squeeze the Handle

S Sweep Side-to-Side, slowly moving toward fire

Please direct all questions about this policy to Market Staff

CANOPY WEIGHTS EXPLAINED

20lbs each Leg.



CANOPY SAFETY

All pop-up Canopies must have the required weights to prevent "Fly Away" in sudden gusts which could seriously injure a customer. 20 lbs of "approved" weights attached to each leg are minimal requirements. They must be tied securely to your canopy leg so they cannot be detached. Without weights your canopy top umbrella will be disallowed. Failure to comply puts the Market at risk. See the diagrams and info in the Vendor App PDFs.

20lb cinder blocks: **tied securely** one on each leg

"Canopy by Fred" sand-filled tubes plastic or canvas, fastened one per leg

2 gallon water jugs fastened one each leg or centrally fastened

Anchors to sign post are okay for back legs.

NO OTHER COMBINATIONS ARE ADEQUATE

THE RULE IS NO WIEGHTS— NO TOP

SEATTLE MARKETPLACES Prepared Food Booth

2010 SEASON APPLICATION

Attach the "2010 Health Department Checklist" to this completed application

APPLICATION TO

LIST Market(s) in which you'd like to be considered to participate

Please Print

DATE: _____

Farm/Business Name

Owner/Operator Name

Mailing Address

City

County

Zip Code

Farm/Greenhouse/Production Site Address (Attach additional page if necessary) City County Zip Code

10-digit Telephone #

Alternate #(cell,etc)

State UBI NO

Email Contact/Twitter Account Name

City of Seattle Bus License

Name of Booth

\$10, Application Fee Made out to FSM

Relevant Experience

Send Application by Mail to:
Seattle Market Places
2588 9th Ave west
Seattle WA 98119

Attach Proposed Menu

Description of Food Booth / Service

Proposed Starting Dates

2010 Seattle Farmers Market Association

VENDOR CATEGORIES & APPLICATION REQUIREMENTS

All vendors for SFMA must be legally registered as a resident/business in Washington State

FARMS:

Vendors who plant, cultivate, husband animals for their meat/eggs/honey, harvest and/or add value to the produce from property they own, lease, or rent that is located in the State of Washington. These producers are exempt from requiring a City of Seattle Business License to be able to sell their products in the State of Washington. The Farmer category also includes wild-foragers of edibles, such as herbs, leaves/flowers, mushrooms, seaweed, tree boughs, etc. Wild-crafters are required by the City of Seattle to be licensed for selling their inedible products at SFMA markets.

COPIES OF DOCUMENTS REQUIRED WITH APPLICATION, IF APPLICABLE:

- ❖ USDA, WSDA Processor License
- ❖ WSDA Organic Certificate
- ❖ Seattle-King County Department of Public Health Farmers Market Permit
- ❖ State of Washington UBI# License with all required Specialty Licenses Certifications (e.g. use of scales)
- ❖ City of Seattle Business License
- ❖ Lease/Rental Agreement of Farming Property
- ❖ Liability Insurance Certificate

FOOD PROCESSORS

Vendors who use raw ingredients, preferably grown in the State of Washington, to create an edible product that is not primarily intended to be eaten on the market site. These producers are required to have a City of Seattle Business License before selling at any SFMA markets.

COPIES OF DOCUMENTS REQUIRED WITH APPLICATION, IF APPLICABLE:

- ❖ WSDA Processor License
- ❖ State of Washington UBI# License
- ❖ City of Seattle Business License
- ❖ WSDA Organic Certificate
- ❖ County Certified Kitchen Permit, or
- ❖ Lease at a County Certified Commercial Kitchen
- ❖ Liability Insurance Certificate
- ❖ WSDA Organic Certificate

PREPARED FOODS

Vendors that prepare hot/cold foods, preferably grown in the State of Washington, intended to be served and eaten on market site. These producers are required to have a City of Seattle Business License and a Seattle King County Department of Public Health Permit before selling at any SFMA markets. If cooking food on a gas burner, a City of Seattle Fire Department permit is required.

COPIES OF DOCUMENTS REQUIRED WITH APPLICATION, IF APPLICABLE:

- ❖ State of Washington UBI# License
- ❖ City of Seattle Business License
- ❖ Seattle-King County Department of Public Health Farmers Market Permit
- ❖ Seattle-King County Department of Public Health Food Handlers Permit (At Least 1 Food Worker on Site)
- ❖ County Certified Kitchen Permit, Or
- ❖ Lease at a County Certified Commercial Kitchen
- ❖ Liability Insurance Certificate
- ❖ City Fire Department Permit

CRAFTS

Vendors that personally hand-make products from materials (preferably sourced from the State of Washington), not specifically designed for the end product.

COPIES OF DOCUMENTS REQUIRED WITH APPLICATION, IF APPLICABLE:

- ❖ State of Washington UBI# License
- ❖ City of Seattle Business License
- ❖ WSDA Organic Certificate

Food Booth Guidelines 2010

Booth Appearance and food presentation is foremost.

White 10x10' Canopy or permission req'd for alternatives.

1. Booth Name

Any color or image -max size:dotted lines

2. Menu & prices

Flags, Banners & to 24"x 36" sandwich board

3. Front Aprons

Clean white or color Plastic

4. Side Aprons

Clean White Plastic

5. Side Walls

Clear or white plastic cooking walls

6. Sneeze guards

Req'd in front of open food

7. Gas Heat Only

Position away from kids

8. Trash Can;

Never allow to over flow. Call desk or remedy

9. Table cloths

Seperate cloth from Aprons

10. Grease Mats

under cooking area
Costs \$45 per day or more depending on trash generation

Requirements

•**Permits** Heath dept

Fire Marshall

•**Fire Extinguisher**

•**Market membership**

•**Quality.** Poor food or presentation quality, or unclean area can result in loss of vending privileges

Storage: Canopy & cooker weekly space available in garage: Store daily prep goods inside tent, not on sidewalks.

Sampling health dept. rules for food handling apply

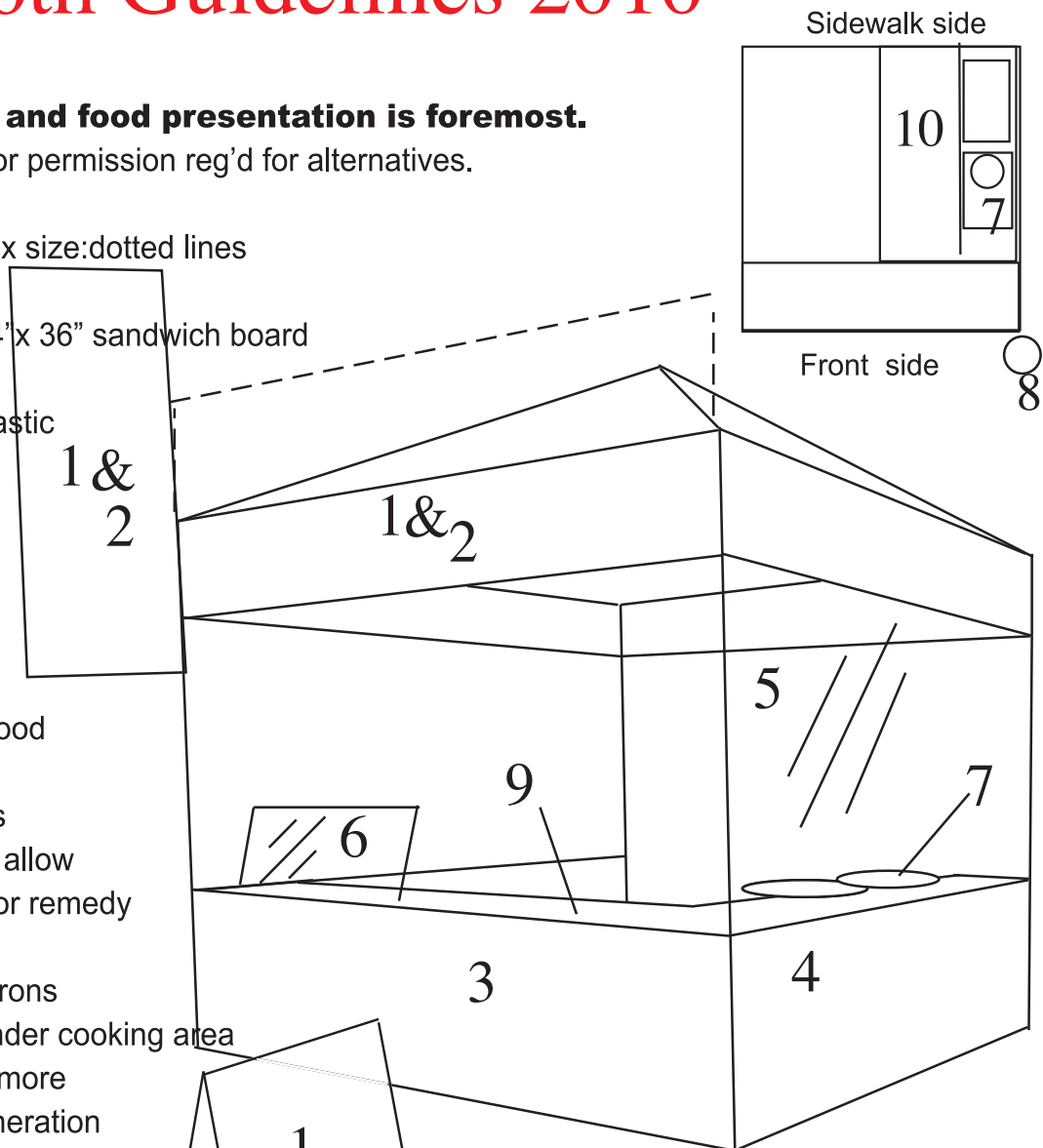
Trash Policy Cardboard and all bulk containers are taken home. ditto cooking oils

Food Policy: No menu duplication between vendors. Updated menu on file at all times

No Menu Changes or additions without management approval and updated menu filed.

Health/hygiene Proper temperatures may be spot checked daily; unclean surfaces, dumping oils or waste water illegally down street drains or in shrubery will be penalized

Canopy Weights 20 each leg securely fastened to each leg. No weights No vending. No exceptions.



Neighborly Consideration

Always be considerate of the impact your set-up, cooking and operation has on your neighbor vendors

2010 HEALTH DEPARTMENT CHECKLIST FOR SEATTLE FARMERS MARKET ASSOCIATION VENDORS

THIS CHECKLIST IS TO BE FILLED OUT, SIGNED & RETURNED WITH YOUR COMPLETED APPLICATION FORM WITH COPIES OF REQUIRED DOCUMENTS

ALL VENDORS SELLING ANY TYPE OF FOOD PRODUCT MUST COMPLY WITH SEATTLE-KING COUNTY HEALTH DEPT (SKDPH) Rules, Procedures, Permits Required, and Mandatory Equipment. It is the vendor responsibility to be aware of, and to be in compliance with, all permit and license requirements. It is the market responsibility to check daily that every vendor adheres to all the stipulations. Any corrections needed, must be completed before being allowed to sell and/or sample their product at the market. Any vendor not making corrections will be asked to stop selling, to pack up their display, and to leave the premises immediately.

SAMPLING

Anyone offering samples must meet the following Health Dept. Guidelines.

You must **have on site** the following equipment to each market where you plan to sample:

- Hand Wash** setup (warm water, catch bucket, soap, paper towels) -- even if no permit is needed.
- Protection Guard** for items being sampled
- Equipment to cut and display** samples to avoid finger contact, including: gloves, tongs, cups or toothpicks and appropriate trash container to collect items used for samples, e.g. toothpicks
- All PRODUCE MUST BE WASHED ON SITE**, you must check with the Market Manager for sink
- I will have provisions that there will be **NO BARE HAND CONTACT WITH PRODUCT**

CHEESE

The Health Dept requires one of two permits based on the type of cheese and how it will be sold. You need to contact the SKDPH to determine the correct permit for your products.

- I have included a copy of the SKDPH Farmers Market permit with the application.
- I have a copy of the SKDPH Farmers Market permit that will be on site at all times.
- I will have a cooler or equipment to keep my product at 41° or below on site.
- I will have provisions that there will be **NO BARE HAND CONTACT WITH PRODUCT**

Cheese sampling, please follow the guidelines in the sampling section.

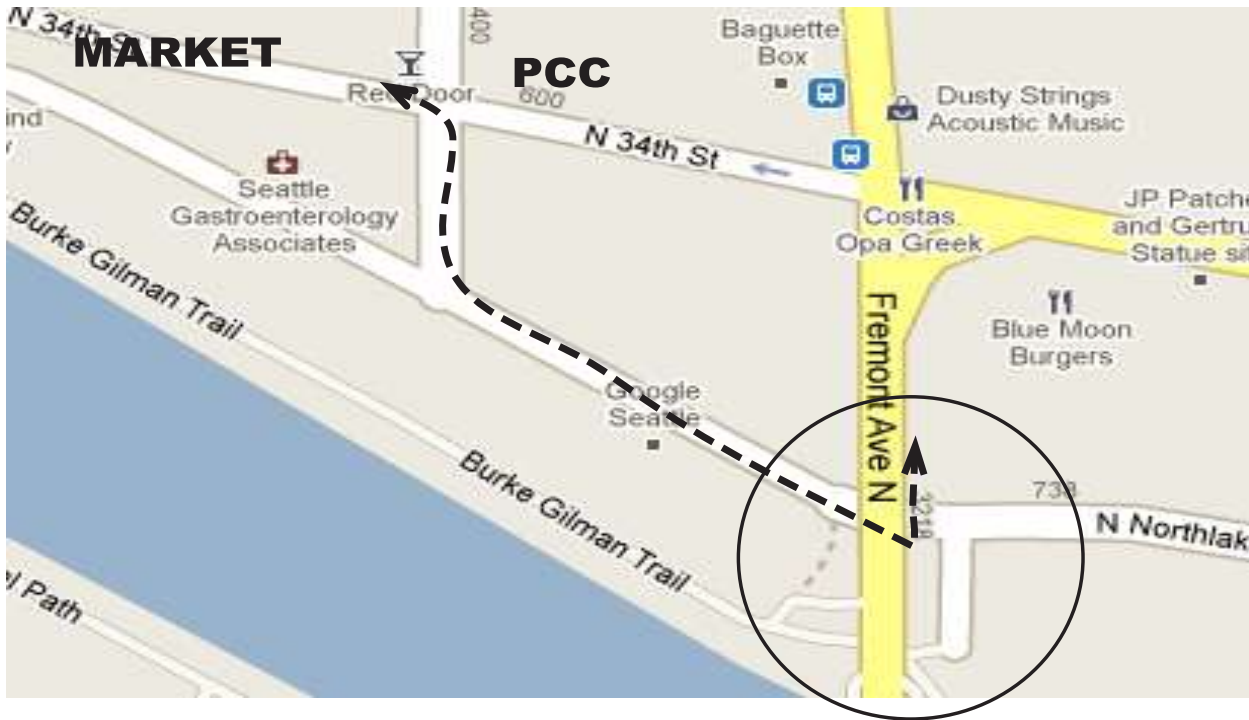
MEAT

Meat, poultry, eggs, fish, shellfish, etc.

The Health Dept requires one of two permits based on the type of product and if product is sold fresh or frozen. **Everything MUST be wrapped and labeled.** You need to contact the SKDPH to determine the correct permit for your products.

- I have included a copy of USDA/WSDA processor license submitted with my application.
- I will have a copy of USDA/WSDA processor license on site at all times.
- I have included a copy of the MPRAF King County Health Dept permit with my application.
- I have a copy of the MPRAF King County Health Dept permit that will be on site at all times.
- I will have an approved cooler and/or proper equipment to keep my product at 41° or below on site.
- I will have provisions that there will be **NO BARE HAND CONTACT WITH PRODUCT**

IMPORTANT PARKING NEWS



In an effort to keep ALL vendor parking off the streets during market hours, the Market is creating a parking paln for safe, all day long parking thats available to suppliment the close-in parking adjacent to the Burke Bldg. Parking lot. When that fills up we need all vendors to go to this lot and help avoid parking anywhere on street. This will free up approximately 800 parking opportunities during the course of the day for the convenience of your customers. (One day-long parking space equals about 8 parking opportunities for other people) So the effect is huge. Help us, and help everyone solve this problem!

New Vendor Parking space is under the Fremont drawbridge. Its a U-Park lot with 70 spaces. It will solve our problems completely. Your parking will be prepaid. We need your help to make this a success: the results will positively affect *your* sales and the market's viability in the community.

Thanks!

Fremont Sunday Market